



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u> 2/4/2016	<u>Interviewer:</u> Mohammed Cato (MC) and Sue Guenter-Schlesinger (SGS)	<b>RFA #16 – 04</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u>		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u> WWU student		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u> Faculty member [REDACTED]		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☒    Administrator ☐    Faculty ☐    Staff ☐    Student ☒  
 Concern Regarding:    Male ☐ Female ☒    Administrator ☐    Faculty ☒    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |  |  |

Time Line		
Date	Item	Comments
2/4/2016	Meeting with [REDACTED] in EO Office	See notes.
2/5/2016	[REDACTED] emails MC	[REDACTED] sends email from [REDACTED] where [REDACTED] is being singled out to provide more of the medical report and obtain an email from parents. [REDACTED] also sends email that the other students received from [REDACTED].
2/9/2016	[REDACTED] emails MC	[REDACTED] sends an email to verify that MC received emails from the 5th.
2/9/2016	MC tries calling [REDACTED]	
2/10/2016	MC emails [REDACTED]	MC confirms that he received [REDACTED] emails through email
???	MC calls [REDACTED]	MC calls [REDACTED] and lets her know that he's still working on the issue and plans on meeting with individuals
2/17/2016	Meeting	MC meets w SGS, Paul Mueller, Vicki Hamblin, Liz Partolan Fray, David Brunnemer, Anna Blick, Emily Gibson to discuss process moving forward

2/18/2016	MC calls [REDACTED]	MC calls [REDACTED] and informs her not to submit medical forms yet; that he will be out the following week but will check back with her
3/2/2016	MC tries calling [REDACTED]	Tries giving [REDACTED] a call to check in; no one answers
3/9/2016		MC and [REDACTED] talk. [REDACTED] is in good spirits. Says that she didn't give medical forms to [REDACTED] and that Student Health Center received her medical forms and that she is looking forward to trip.